POST OFFICE AUDITS, REPORTS, AND INSPECTIONS

To determine business volume, check accuracy of records and the conduct of employees, private business firms schedule inventories and audits at periodic intervals. By analyzing records of inventories and audits, a corporation can determine whether the business is being operated efficiently and economically. The USPS also requires periodic inspections and audits of military post offices, which serves the same purpose.

Audits, reports, and inspections are management tools designed to ensure correct administrative and operational policies of the Military Postal Service (MPS) are being adhered to. A record and/or a copy of each audit, inspection, or other required report that is prepared becomes a part of the post office files. You must be able to locate information relating to these reports, so you should maintain a neat, orderly file of all reports, official correspondence, requisitions, instructions, and notices, etc.

An audit or inspection of some aspect of your post office operation will be conducted daily, weekly, monthly, quarterly, and yearly (see table 14-1).

In this chapter we will discuss the audits, reports, various inspections, and records required to be completed and maintained at Navy post offices.

TYPES OF AUDITS

Learning Objective: *Distinguish between the different types of postal audits.*

What is an audit? An audit is an inspection of accounts, including financial entries recorded on reports and records, which are checked for accuracy. The quantity of each denomination of stamps and stamped paper on hand are counted to determine their cash value, money order funds and blank money order forms are verified for correctness, and if applicable postage meter and stamp vending machine accounts are verified. There are three types of official audits that are conducted in an MPO. The types of audits, the degree of frequency when each is performed, who performs the audit, and what is audited are as follows:

- MONTHLY AUDIT—An audit conducted on each fixed or flexible credit stamp stock account advanced. The audit is unannounced and is conducted by two or more members of the command monies audit board.

During the monthly audit, all postal effects such as stamp stock, money order and postage meter accounts, and stamp vending machine accounts in custody of an MPC, the COPE, and reserve custodian must be audited. DD Form 2259, Report of Audit of Postal Accounts (for fixed credit accounts) or PS Form 3294, Cash and Stamp Stock Count and Summary (for flexible credit accounts) must be completed on the same day. PS Form 3368, Stamped Credit Examination Record, is used to record the results of all required audits.

- QUARTERLY AUDIT—An audit conducted during the third month of each calendar quarter (March, June, September, December). This audit may count as both the monthly and quarterly audit and is conducted by two or more members of the command monies audit board.

Quarterly audits are conducted in the same manner as monthly audits. Audits of all accounts must be completed on the same day using DD Form 2259, PS Form 3293 or PS Form 3294, as applicable for the type of account being audited, and documented on PS Form 3368. Quarterly audit results are required to be submitted to the NPFO San Diego.

- SPECIAL AUDIT—An audit conducted at the request of the Commanding Officer, or as required by DOD or DON instructions. One example of a special audit is a CHANGE OF COPE AUDIT. This audit transfers the responsibility for accountable items from the outgoing COPE to the incoming COPE. The incoming and outgoing COPE and two or more members of the monies audit board must conduct this audit.

There are other reasons when a special audit would be required; such as when a postal clerk has been hospitalized, is missing, or absent without leave (AWOL). Special audits are also required during postal investigations when funds are missing.

Table 14-1.—Record of Audits, Reports and Inspections of Military Post Offices.

RECORD OF INSPECTIONS AND REPORTS			
FREQUENCY	**AUDIT, INSPECTION, OR REPORT**	**FORM USED**	**INSPECTED BY**
DAILY	VERIFICATION OF MONEY ORDER BUSINESS VERIFICATION OF POSTAGE METER BUSINESS	PS 6019 DD 885 PS 3602-PO	COPE OR DESIGNATED VERIFYING OFFICIAL
WEEKLY	POSTAL OFFICER'S WEEKLY INSPECTION	NAVSUP FORM 5119	POSTAL OFFICER
* MONTHLY	AUDIT OF STAMP, POSTAGE METER, MONEY ORDER, AND STAMP VENDING MACHINE ACCOUNTS	DD 2259 PS 3293 PS 3294 PS 3368	MONIES AUDIT BOARD MEMBERS
USPS FOUR WEEK ACCOUNTING PERIOD	VENDING EQUIPMENT SALES AND SERVICES REPORT (VESS)	PS 8130	COPE
* QUARTERLY	AUDIT OF STAMP, POSTAGE METER, MONEY ORDER, AND STAMP VENDING MACHINE ACCOUNTS POSTAL ACTIVITY REPORTING SYSTEM (PARS) REPORT	DD 2259 PS 3293 PS 3294 PS 3368 MESSAGE	MONIES AUDIT BOARD COPE
ANNUALLY EVERY 18 MONTHS	POSTAL ASSESSMENT (SHORE ACTIVITIES) POSTAL ASSESSMENT (SHIPS)	POSTAL ASSESSMENT GUIDE	POSTAL ADVISOR
* SPECIAL	CHANGE OF COPE CHANGE OF COMMAND COMMAND INSPECTION	DD 2259 PS 3293 PS 3294 PS 3368 DD 2259 PS 3293 PS 3294 PS 3368 POSTAL ASSESSMENT GUIDE	COPES/MONIES AUDIT BOARD MEMBERS MONIES AUDIT BOARD POSTAL ADVISOR

* DD Form 2259 is used to audit fixed credit accounts, PS Form 3293 is used to audit stamp vending machine accounts, and PS From 3294 is used to audit flexible credit accounts.

Special audits may count as monthly or quarterly audits.

Fixed or flexible credit accounts as stated above are officially audited on a monthly and quarterly basis, and at any time required for special reasons. All audits must be documented and closely reviewed to determine the ability of individuals to manage the portion of the command's credit assigned to them.

REPORTS, INSPECTIONS, AND ASSESSMENTS

Learning Objective: *Recall and understand the different reports, inspections, and assessments required at MPOs.*

In this section we will cover the frequency of submission of required reports of MPO accounts, and the frequency of inspections and assessments that are performed at military post offices.

DAILY REPORTS

Two types of accounts are required to be audited and reported daily if you have a fixed credit. They are money order accounts and postage meter accounts. These accounts are inspected, audited, and reported by the COPE or a command designated representative (usually the disbursing officer).

When verifying money order accounts, PS Form 6019, Military Post Office Report of Money Order Business, must be completed and verified for accuracy. The clerk who sold the money orders is responsible for preparing the report and submitting the remittance via registered U. S. mail or Express Mail (overseas activities). If the money order account is short any amount of funds, the responsible clerk must replace the shortage.

When verifying the postage meter account(s) PS Form 3602-PO, Postage Collected Through Post Office Meter, must be completed and verified for accuracy. The COPE is responsible for preparing the report and submitting the remittance via registered mail. Like the money order account, if a shortage exists, the responsible clerk must replace the shortage.

When working with a flexible credit account, the COPE will verify the accuracy of the clerk's account using a computer-generated PS Form 1412-B detailing the business conducted by the finance clerk. This printout lists money orders sold and cashed, checks received, Postage Validation Imprinter (PVI) readings, and the amount of currency the clerk should return to the COPE upon completion of that day's business. For flexible credit accounts, clerks do NOT complete a PS Form 6019 or PS Form 3602-PO and money orders should be retained until they are all used.

WEEKLY INSPECTIONS

The postal officer must inspect the post office spaces on a weekly basis using the Postal Officer's Weekly Inspection Checklist (see figure 14-1). The postal officer should also note equipment condition and related safety hazards. Safety hazards must be corrected at once. General appearance of the postal spaces should be noted also. When the post office is neat and orderly, it sets a good example for others. Properly stowed items must also be looked at. You should always keep your post office inspection ready.

USPS FOUR-WEEK ACCOUNTING PERIOD REPORT

USPS has 13 numbered four-week accounting periods (APs) each year. Each AP begins on a Saturday and ends at close of business on a Friday four weeks later. The 13-period calendar for each Postal FY is published every September in the Postal Bulletin.

During each four-week USPS accounting period, the COPE or MPC at commands with stamp vending machines must complete a PS Form 8130, Vending Equipment Sales and Service Log reporting vending equipment serviced and maintained during the accounting period.

Completion of this report is covered later in this chapter.

QUARTERLY POSTAL ACTIVITY REPORTING SYSTEM (PARS) REPORT

The Postal Activity Reporting System (PARS) report is submitted by the COPE at the end of each quarter. This report should be routed through the chain of command before submission to the appropriate FLTCINC. The PARS report is discussed in detail later in this chapter.

ANNUAL AND SEMIANNUAL POSTAL ASSESSMENTS

Postal Assessments must be conducted annually for overseas shore-based post offices, and semi-annually for shipboard post offices. Postal assessments are covered later in this chapter.

POSTAL OFFICER'S WEEKLY INSPECTION CHECKLIST

REFERENCE	POSTAL FINANCE		
DOD Vol I (502.3.b.2)	a. Does the Postal Clerk's, Reserve Custodian's or Custodian of Postal Effects (COPE's) current cash on hand exceed 25% of his/her total fixed credit at the time of the inspection?		
DOD Vol I (502.5.b. (1))	b. Verify that the postal clerk is requisitioning stamps from the reserve custodian or COPE before reaching maximum 25% cash allowance, at shore based post offices and deployed ships.		
OPNAVINST 5112.6C (Chap 1,para 104.2.h)	c. Are scales calibrated (annually) for accuracy?		
	SECURITY		
DOD Vol I (504.2, 504.3)	a. Inspect all post office drawers and safes to ensure that unauthorized personal property or fund is not stowed in safes. Insure safe combinations are changed annually, registered mail is properly secured, and for post office that has an alarm system installed, are they operable?		
DOD Vol I (906.1.i)	b. Has each division picked-up mail at the last mail call and is the mail given only to authorized mail orderlies? (Check at least 10% of the divisions)		
	DIRECTORY SERVICE		
DOD Vol II (605)	a. Is all undeliverable mail being held endorsed on the reverse side of the article showing date received? (Determine the reason the mail is being held)		
DOD Vol II (605)	b. Is undeliverable mail given prompt directory service and disposition made by the next business day?		
	REGISTERED MAIL		
DOD Vol I (801)	a. Is registered mail on hand in the post office under constant surveillance or secured properly at all times?		
DOD Vol I (802.5.h and 802.5.I)	b. At the close of each business day or at each shift change, is the "Registered Mail-Balance and Inventory Sheet" (DD Form 2261) being prepared properly, reviewed and signed by a witness?		
DOD Vol I (802.5.k.(1))	c. Is incoming and outgoing registered mail being dispatched and signed for on the correct PS/OPNAV Forms?		
	MODIS/WINSALTS		
NAVSUP MSG DTG 14 1400Z DEC 99	a. For deployed ships, forward deployed ships and overseas shore based post offices, is incoming Express Mail (pouches and outside pieces), First Class Mail (trays and pouches), and Priority Mail (pouches and outside pieces) being scanned, and is scanned data being transmitted via WINSALTS daily?		
	GENERAL		
DOD Vol I (906.1.e)	a. Ensure that the post office is clean and neat in appearance and no personal effects or funds are being stored in the post office.		
DOD Vol II (605.d)	b. Inspect the trash to ensure mail is not being wrongfully discarded (other than undeliverable bulk rate mail).		
DOD Vol I (906)	c. Have claims and inquiries received since the last weekly inspection been processed properly?		
DOD Vol I (Part II, 310)	d. Are Postal Activity Reporting System (PARS) and Vending Equipment Sales and Services (VESS) reports prepared and submitted as required?		
USPS Postal Bulletin	e. Are the latest changes received in USPS Postal Bulletins posted to the International Mail Manual (IMM), Domestic Mail Manual (DMM), and are the APO/FPO changes and listing of stolen money orders posted at the finance windows?		
DOD Supply Catalog (109)	f. Are sufficient postal forms and supplies on hand to effectively operate a post office?		
	g. Have discrepancies noted on the last weekly inspection been corrected? (If not explain why in the remarks).		

Remarks: _____

_____

_____

Submitted: _____   Date of Inspection: _____

      (Postal Officer)

Reviewed: _____   Date Reviewed: _____

      (Supply Officer)   PCf1401

NAVSUP Form 5119 (6-00)

Figure 14-1.—An example of a Postal Officer's Weekly Inspection Checklist.

AUDITING FIXED AND FLEXIBLE CREDIT ACCOUNTS

Learning Objective: *Recall the procedures for conducting postal audits.*

Stamps and postal stationery are issued by a PFO to MPOs in the form of fixed credit, or by Postmaster, New York or Postmaster, San Francisco as flexible credit.

Fixed credit is a fixed amount of monetary credit extended to a COPE or other postal clerks for conducting financial services and for ordering stamps and stamped paper from the USPS.

Flexible credit is an initial amount of credit extended to a COPE or PFO by the U.S. Postal Service for ordering accountable paper. A stamp sales remittance reduces the amount of credit, while stamp requisitions increase the credit.

The total amount of fixed or flexible credit carried by an MPO depends upon the estimated number of persons to be served. As a general guide, this amount is calculated at a minimum of $25 per person with a minimum amount of $5,000 for the command's credit. For fixed credit accounts, the COPE only keeps enough of the fixed credit to conduct day-to-day operations. The rest is held by a reserve custodian and receipted for on a Consigned Credit Receipt, PS Form 3369. The COPE keeps the original of the PS Form 3369 and the reserve custodian is given a duplicate copy. As stamps are sold, the cash from stamp sales becomes part of the fixed credit. To replenish stamp stock, the COPE must submit a stamp requisition once the cash on hand reaches 25% of the fixed credit. The amount of stamp stock on hand added to the amount of cash on hand and requisitions in transit should always equal the total amount of the command's fixed credit.

When new stamp stock is ordered for a fixed credit account, funds are remitted by check to the PFO or NPFO. Upon receipt, the stamps become a part of the fixed credit. As the COPE, you must always be able to produce the full amount of the credit in stamp stock, in-transit stamp requisitions, and funds during audits.

The flexible accounting system provides more latitude in stamp requisitioning as funds are not submitted with requisitions to obtain stamps and stamped paper. A PFO or COPE's accountability for stamps and stamped paper under this system is reduced, based on stamp sales remittances, and increased when stamp requisitions are received.

Therefore, the term "FLEXIBLE" rather than "FIXED" is used to identify this system of accountability.

Official audits of an MPC's account are made by the monies audit board members. However, accounts used to conduct window sales may also be audited at any time by the COPE or postal officer.

To conduct a proper inspection and audit, auditors must be familiar with the *DOD Postal Manual*, Volume I, as well as portions of the U.S. Navy Postal Instruction (OPNAVINST 5ll2.6).

By making these instructions available and by assisting in every way possible, you will be ensuring an accurate inspection.

TOLERANCE LIMITS

Once the audit is completed, and all figures are totaled and verified, there is a chance that the account may be over or short of the credit amount. Tolerance limits have been established for this purpose. Tolerance limits apply only to credits of finance clerks conducting window transactions with customers.

Tolerance limits for fixed credit accounts, plus or minus, are as follows:

- $300.00 or less—$2.00

- $300.01 - $1000.00—$10.00

- $1000.01 - $5000.00—$20.00

- $5000.01 and above—$40.00

- Stamp vending accounts—$20.00

Tolerance limits for flexible credit accounts are 1% of the flexible credit.

Fixed and flexible credits being withdrawn have no tolerance levels.

AUDIT RESULTS

Overages and shortages within tolerance limits are carried forward to the next audit. The disposition of overages and shortages in excess of the tolerance limits is as follows:

- The entire amount of an overage, to include the tolerance, is collected by the auditor and turned over to the COPE. The COPE will prepare a PS Form 1096, Cash Receipt, in duplicate. The clerk receives the original and the COPE retains the duplicate copy in the MPO files. For a fixed

credit account, the COPE remits overages to the NPFO by check along with a copy of the audit. For flexible credit accounts, the COPE provides the clerk with a PS Form 1096, then adjusts the clerks account using the "trust" function of the account.

- Shortages, to include the amount of tolerance, are replaced by the postal finance clerk at the time of the audit. The COPE will provide the clerk with a receipt for the amount. With flexible accounts, an additional procedure is required by the COPE, the restitution will be documented using the "suspense" function.

- Under certain circumstances, an overage in one clerk's credit may offset a shortage in another clerk's credit. The transfer of funds will be documented using PS Form 1096, prepared and signed by the receiving clerk, and provided as a receipt to the clerk relinquishing the funds. This can only be done when the auditor has proof the two clerks exchanged money or stamp stock.

- During audits, individual credit accounts do not require re-auditing when a shortage or overage exists within tolerance limits. Carry these differences forward to the next audit. However, if the individual being audited requests a re-audit, the auditor shall comply. If the re-audit agrees with the original audit no further audits are required.

PREPARING DD FORM 2259 FOR FIXED CREDITS

When conducting an audit, the auditor completes DD Form 2259, Report of Audit of Postal Accounts (see figure 14-2 and 14-3). A separate DD Form 2259 will be completed for each account audited. The auditor completes DD Form 2259 (front side) as follows:

Block 1: Enters the unit's address.

Block 2: Checks the appropriate box for the type of audit being conducted.

Block 3: Enters the time and date of the audit (six-digit YR, MO, DAY).

Block 4: Enters the name (last, first, middle initial) and paygrade of the person being audited and of the auditor.

Block 5: Enters the total amount that the person being audited is accountable for as listed in the credit amount block of PS Form 3369.

Block 6: Completes this section after counting the entire fixed credit. The blocks correspond to the results on the back of the form. If applicable, the auditor checks the overage/shortage block according to the audit results and lists the amount of overage or shortage next to the dollar sign.

Block 7: The money order account section must always be checked and if money orders are in the custody of the clerk being audited, the serial numbers (first and last) must be recorded. Money orders must be individually checked to ensure all blank money order forms are accounted for.

Block 8: If a postage meter is in the custody of the clerk being audited, the auditor verifies the beginning and ending ascending and descending numbers (records in the remarks section), indicates ending amount, and ensures the funds are accounted for.

Block 9: Completes the remarks section with information given in special instructions (refer to the NPFO Handbook chapter 3).

Block 10: The signature of the individual being audited and of the two auditors must be in this block.

The auditor completes DD Form 2259 (reverse side) as follows:

Block 1: Lists the quantity, denomination, and value of all stamps in the stamp stock of the clerk being counted.

Block 2: Lists the quantity, denomination, and value of all cash counted.

Block 3: If a stamp requisition (PS Form 17) has been submitted and not received, then the auditor indicates the requisition number, date dispatched, check number, and the value of the requisition as shown on the file copy of PS Form 17.

Auditing Money Order Accounts

A postal clerk conducting window transactions may be selling money orders. An audit of funds from these sales must also be conducted. This is done by totaling the amount shown on the money order vouchers and the amount of fees charged, then subtracting paid money orders, if any. The clerk must make up any shortage in the money order fund and any overages must be collected using PS Form 1096. Tolerance limits do not apply. The required data is recorded on DD Form 2259 by the auditors.

Auditors will also verify money order reports to ensure that money order serial numbers are in sequence from one report to the next, that spoiled money order

② **REPORT OF AUDIT OF POSTAL ACCOUNTS** ***MPC***

Activity Identification: ① USS UNDERWAY (CV-66) FPO AE 09561-0001 UIC: 51114	Reason For Audit: [X] Monthly [ ] Quarterly [ ] Semi-Annual [ ] Change of PFO, COPE, or Postal Clerk [ ] Special	Date of Audit: (Yr, Mo, Day) ③ 01,11,14

TYPED/PRINTED NAME OF ACCOUNT HOLDER (Last, First, MI): ④ SEAMAN, ABLE B.	PAY GRADE: E-3	Dollar Value of Account: ⑤
TYPED/PRINTED NAME OF AUDITOR (Last, First, MI): BOATE, PAUL T./SMITH, AL B.	0-1/0-3	$1,000.00

RECAPITULATION OF STAMP ACCOUNT (From reverse side)	
Stamp Stock on Hand by Actual Count - Part I	$ 953.94
Cash on Hand by Actual Count - Part II	$ 43.11
Total Intransit Requisitions - Part III	$
Fixed Credit(s) Advanced on PS Form 3367 ⑥	$
Other Credits (Explain in remarks)	$
Total Amount Accounted For At Time Of Audit	$ 997.05
Overages or Shortages in Excess of Tolerance Limits Will Be Handled in Accordance With Chapter 6, Volume II. [ ] Overage [x] Shortage	$ 2.95

MONEY ORDER ACCOUNT

[X] Money Order Account was Audited as prescribed by DOD 4525.6-M, Chapter 11, Table 11-3. ◄——— ⑦

Serial Numbers of Money Orders currently in Individuals Account

FROM: NONE   THRU: NONE

POSTAGE METER ACCOUNT

[ ] Daily submission of PS Form 3602-P for each meter, to include cash to check transfers and submissions and registered cash remittances, have been checked and verified since the last audit conducted on ___N/A___
Date: (Yr, Mo, Day)   ⑧

REMARKS: W.D.Door
CO SIGNATURE: W.T.DOOR   ⑨

⑩

Signature of Individual Being Audited: *Able B. Seaman* ABLE B. SEAMAN	Signature of Auditor: *Paul T Boate* PAUL T. BOATE	*Al B. Smith* AL B. SMITH

DD Form 2259, JAN 82 (EG)   REPLACES AF FORMS 1949 AND 1950 WHICH ARE OBSOLETE.   Designed using Perform Pro, WHS/DIOR, Mar 95

PCf1402

Figure 14-2.—An example of a completed DD Form 2259 (MPC) (Front).

FIXED/FLEXIBLE CREDIT INVENTORY SHEET

PART I:	STAMPS/PAPER STOCK		PART II:	CASH FUNDS	
QUANTITY	DENOMINATION·	VALUE	QUANTITY	DENOMINATION	VALUE
220	.01	$ 2.20		20.00	$
475	.02	9.50	1	10.00	10.00
338	.03	10.14	2	5.00	10.00
262	.04	10.48		2.00	
187	.05	9.35	12	1.00	12.00
355	.33	117.15		.50	
204	.50	102.00	31	.25	7.75
191	1.00	191.00	18	.10	1.80
41	5.00	205.00	24	.05	1.20
	MISC. DAMAGED STAMPS	1.12	36	.01	.36
				CHECKS	
				MONEY ORDERS	
			TOTAL FUNDS		43.11

① ②

PART III: REQUISITIONS IN TRANSIT ③

RQN NO.	DATE DISP.	CHECK NO.	VALUE
			$
TOTAL			

REMARKS

	DISPENSERS	
	COILS	
40	BOOKS 6.60	264.00
	BOOKS	
	BOOKS	
	AEROGRAMMES	
	POSTAL CARDS	
80	ENVELOPES .40	32.00
	ENVELOPES	
TOTAL STAMPS/PAPER STOCK		953.94

DD Form 2259 Reverse, JAN 82

PCf1403

Figure 14-3.—An example of a completed DD Form 2259 (MPC) (Reverse).

serial numbers are accounted for, that cashed money order serial numbers do not repeat from one report to another, and that registered dispatch numbers match those that are annotated on the attached PS Form 3806, Receipt for Registered Mail. At overseas commands that send money order reports by Express Mail, the auditor must check the Express Mail number on the post office copy of PS Form 6019 against the copy of the USPS Label 11-B attached to the report.

Auditing Postage Meter Accounts

In some instances window clerks may also use a postage meter, in addition to a fixed credit, to conduct window transactions. The funds must be separated before auditing the fixed credit portion. The amount of funds generated from use of a postage meter is determined by subtracting the current ascending and descending readings shown on the postage meter from those shown on the clerk's copy of PS Form 3602-PO. The funds are then withdrawn from the clerk's fixed credit and set aside until the audit is completed. Once verified the auditors will record the amount in the Postage Meter Account section on DD Form 2259.

Verification of PS Form 1590

When the auditors have completed their count of the entire fixed credit for the MPO, a verification should be conducted of all capital equipment assigned to the MPO which was receipted for on PS Form 1590, Supplies and Equipment Receipt. All items listed on PS Form 1590 should be sited. Any missing items will be reported as a postal offense or loss as outlined in the *DOD Postal Manual*, Volume 1.

AUDITING STAMP VENDING MACHINES (SVM)

Audits of all SVMs will be conducted during the monthly audit using PS Form 3293, Retail Vending Credit Examination (see figures 14-4 and 14-5), and the results recorded on PS Form 3368, Stamp Credit Examination Record. A separate form will be used for each SVM account. The serial number of the SVM audited must be entered in the "Remarks" section of PS Form 3293. All SVMs have a tolerance of $20.00.

For fixed credit accounts any overages discovered at the time of the audit shall be held for a period of 3 days before remitting to the NPFO San Diego. This procedure allows the customers, who may be due a refund, the time necessary to request reimbursement. If a refund is made to a customer, PS Form 3293 is annotated in the "Remarks" section and a correction made to the overage amount. The following procedures for processing overages and shortages are specific to fixed credit accounts:

- Overages. COPE's will submit all overages to NPFO San Diego, who in turn will submit it with PS Form 1412-B, Daily Financial Report to Postmaster, San Francisco. Overages will be submitted with a letter listing the location of and name of person responsible for the SVM and name of auditor if overage was discovered during a monthly or quarterly audit.

- Shortages. The COPE will submit a letter of explanation for shortages to include the amount; name of individual who filled the SVM; serial number, and location of the SVM. The letter will be signed by the COPE and Auditor of the SVM.

  – The COPE must send the letter to NPFO San Diego with a completed PS Form 17, listing replacement stock equal to the shortage. The return stamp portion of the PS Form 17 will note the shortage letter as a reference and the amount of the shortage. NPFO San Diego will use the PS Form 17 to forward stock to replace the SVM shortage.

  – The COPE may use this method for the loss of funds due to foreign coins. Send all foreign coins by registered mail along with a list indicating location of the SVM and value of coin(s) (take credit of only up to the amount required to balance the fixed credit of the SVM).

To process overages to Postmaster, San Francisco, NPFO San Diego will complete the following:

- Submit overages on PS Form 1412-B using AIC 175, Vending Machine Overages, as a separate entry in the receipt section. A letter of explanation for the overage will be attached to PS Form 1412-B.

  – Any SVM that has an overage in two consecutive audits must be taken out of service and a replacement module requested. The counter system on the modules records the current number each time the SVM is filled. This enables you to determine how many books were issued, how many are remaining, and the amount of cash received during the audit. Caution should be taken when filling the SVM to ensure that stamp

booklets are criss-crossed to avoid having an extra stamp booklet dispensed in error.

To process shortages to Postmaster, San Francisco, NPFO San Diego will complete the following:

- Report shortages of up to $49.99 in the disbursement section of PS Form 1412-B using AIC 621, Vending Machine Shortage. This will be added into the cash remitted and reduces accountability.

- Submit a letter of explanation for the shortage submitted by the COPE.

- Submit any foreign coins for refund to the Postmaster, San Francisco.

- Request refunds for shortages of $50 or more in the disbursement section of PS Form 1412-B using AIC 761, Vending Machine Shortages. A letter of explanation will be attached to the PS Form 1412-B.

For post offices with Flexible Credit accounts using UNISYS III computers, the following procedures apply:

- Accountability of the Vending Machine must be assigned to a Clerk's Disk.

  – If an overage exists, the Clerk's Disk for vending machine is used and the amount of the overage recorded in AIC 175, Vending Machine Overage. The IRT will record the total cash required in AIC 752. This will bring the vending machine account back into balance, and no further adjustment is necessary. The Clerk's Disk for vending machine is consolidated along with all other clerk disks during the normal daily close out.

  – If a shortage of $20 or less exists the Clerk's Disk for vending machine is used, and the amount of the shortage recorded in AIC 621 (shortages less than $20). The amount of the shortage is then entered in AIC 096 Stamp Vending Sales. This will bring the vending machine account back in balance and no further adjustment is necessary.

  – If the shortage is over $20, the shortage is recorded on the Clerk's Disk in AIC 767. AIC 767 will automatically record an increase to postage sales, which will bring the vending machine accountability back into balance. This will generate a FAM. To clear the FAM there are two options:

- Option 1 - If the clerk is held financially responsible for the shortage, the money paid by the clerk is recorded in AIC 367 on the any clerk disk. Recording the payment on a clerk's disk will generate a receipt for the employee.

- Option 2 - If the clerk is not held financially responsible for the shortage, the COPE must submit in writing a request for a "Claim for Loss" to USPS Accounting Services. The request must include a statement from the clerk as to why he or she should not be held liable for the loss, a statement from the COPE attesting that the clerk performed his or her duties properly and a copy of the count sheet. Reasons that are acceptable are theft from the machine that the clerk had no control over, a malfunction, i.e., jackpotting, or excessive customer claims. Claims for Loss (refer to USPS HBK F-1 section 84).

PREPARING PS FORM 3294 FOR FLEXIBLE CREDIT ACCOUNTS

When conducting a flexible credit audit, the auditor completes PS Form 3294, Cash and Stamp Stock Count and Summary (see figures 14-6 through 14-9). A separate PS Form 3294 will be completed for each account audited. Complete PS Form 3294 as follows:

Heading

Step 1. Type of Accountability: (MPC's will check Stamp Credit and COPE's and PFO's will check Main or Reserve Stock).

Step 2. Name of Employee, Clerk ID No., Unit Name, Unit ID No., and Date of Examination.

Cash and Cash Items on Hand

Step 1. Count each type of currency ($100, $50, etc.) and enter the number in the quantity column. Multiply the quantities by the denominations and enter the results in the amount column. Total the amount column and enter the result in line 26, total cash.

Step 2. Enter the total amount of government checks to line 28, paid money orders to line 29, travelers checks to line 30, and credit/debit/PPC card receipts to line 31.

Step 3. Total lines 27 through 32 and enter the result to line 33, Total Cash and Cash Items on Hand and place in line 1, column II, Total Cash and Cash Items on Hand.

UNITED STATES POSTAL SERVICE™

Retail Vending Credit Examination

Post Office Name	Servicing Person's Name *(Type or Print)*	Today's Date
FLEET MAIL CENTER SIGONELLA	ABLE B. SEAMAN	18 DEC00

Equipment Location	Examiner's Name *(Type or Print)*	Exam Date
FPO AE 09627	JOHN R. DOE	18 DEC00

Stamp Vending Machine, Booklet Vending Machine or Booklet-Stamp Vending Machine

Line		__Coil	__Coil	__Coil	__Coil	__Coil	__Coil	__Coil	__Coil	Total
1	Present Counter Reading									Add All Line 8 Entries Horizontally & Place Total Amount Here ▼
2	Counter Reading When Coil Was Inserted									
3	Stamps Dispensed *(Line 1 minus line 2)*									
4	Value of One Stamp	$	S	$	S	S	S	S	S	
5	Value of Stamps Dispensed *(Line 3 times line 4)*	$	S	$	S	S	S	S	S	
6	Initial Value of Coil	$	S	$	S	S	S	S	S	
7	Value of Stamps Dispensed *(From line 5)*	$	S	$	S	S	S	S	S	
8	Value of Stamps Left in Coil *(Line 6 minus line 7)*	$	S	$	S	S	S	S	S	
9	Selection No. 1 Booklets @ $ _____ *(Booklet price)*									
10	Selection No. 2 Booklets @ S *(Booklet price)*									
11	Selection No. 3 Booklets @ S *(Booklet price)*									
12	Selection No. 4 Booklets @ S _____ *(Booklet price)*									
13	Total Value of Loose Stamps in Vending Machine									
14	Total Value of Coin Mechanism Coins									
15	Total Value of Coins in Hoppers (#1) $ _____ + (#2) S _____ + (#3) S _____ + (#4) S _____									
16	Total Value of Coin Box									
17	Total Value of Bills in Machine									
18	Total Value of Display Items *(If actual sample)*									
19	**Vending Machine Total** *(Add lines 8 through 18)* ➤									

Small Currency Changer

Line										Total
20	Total Value of All Coins in Coin Hopper									
21	Total Value of Coins in Coin Escrow Buckets									
22	Total Value of Bills in Machine									
23	**Small Currency Changer Total** *(Add lines 20 through 22)* ➤									

Servicing Person's Signature	Examiner's Signature

Remarks

HOSPITAL SVM

PS Form **3293**, June 1995

PCf1404

Figure 14-4.—An example of a completed PS Form 3293 (Front).

Postal Commodity Machine

Line	Spiral Number	Item Description	Unit Price	Quantity	A Spiral Total	Spiral Number	Item Description	Unit Price	Quantity	B Spiral Total	Spiral Number	Item Description	Unit Price	Quantity	C Spiral Total
24	1F	PRIORITY	3.20	75	240.00	4C					7R				
25	1R	EXPRESS	11.75	10	117.50	4R	COIL	33.00	8	264.00	8F				
26	2F					5F					8R				
27	2C	BOOK	2.00	25	50.00	5C	BOOK	4.95	25	123.75	9F	POST CARD	.21	85	17.85
28	2R					5R					9R	ENVELOPE	.40	100	40.00
29	3F					6F					10F				
30	3C					6C	BOOK	6.60	15	99.00	10R	ENVELOPE	.40	100	40.00
31	3R					6R									
32	4F					7F									
33	Subtotal of Column A ➤				407.50	Subtotal of Column B ➤				486.75	Subtotal of Column C ➤				97.85

34	Postal Commodity Machine Subtotal (Add the subtotals from line 33) ➤	992.10
35	Total Value of Coin Mechanism Coins	0
36	Total Value of Coin Box	0
37	Total Value of Bills in Machine	0
38	Total Value of Display Items (If actual sample)	0
39	Postal Commodity Machine Total (Add lines 34 through line 38) ➤	992.10

Vending Stock Reserve

Line	Description	Value	Line	Description	Value
e 40	Total Value of Reserve Coil Stock	0	49	___182___ 5¢ Coins x $0.05	9.10
41	Total Value of Reserve Booklet Stock	688.05	50	___405___ 10¢ Coins x $0.10	40.50
42	Total Value of Reserve Envelope Stock	148.00	51	___410___ 25¢ Coins x $0.25	102.50
43	Total Value of Reserve Postal Card Stock	0	52	___12___ $1.00 Coins/Bills x $1.00	12.00
44	Total Value of Reserve Commemorative Stock	0	53	___2___ $5.00 Bills x $5.00	10.00
45	Total Value of Other Stamp Stock	0	54	___0___ $10.00 Bills x $10.00	0
46	Total Value of Nonsalable Stock	0	55	___0___ $20.00 Bills x $20.00	0
47	___ 1¢ Coins x $0.01	0	56	Bogus and Damaged Monies	0
48	Subtotal, Lines 40 through 47 ➤	836.05	57	Subtotal, Lines 49 through 56 ➤	174.10
58	Vending Stock Reserve Total (Add lines 48 and 57) ➤				1,010.15

Examination Recap

59	Subtotal (Add lines 19, 23, 39, and 58) ➤	2,002.25

NOTE: Complete lines 60 through 65 if:

a. this is the only form used in this examination, or;

b. this is the final page of a multipage examination.

60	Subtotal from Other Forms 3293 (Add all lines 59)	0
61	Grand Subtotal (Add lines 59 and 60)	2,002.25
62	Total Value of Unresolved Complaints	0
63	Grand Total (Lines 61 minus line 62)	2,002.25
64	Accountability (From Form 1412-A, AICs 853 and 753)	2,001.25
65	Overage/Shortage (Diff. between lines 63 and 64)	+ 1.00

Servicing Person's Signature

Able B. Seaman, PC2(sw)

Examiner's Signature

John R Doe, PCC(sw)

PS Form 3293, June 1995 (Reverse)

PCf1405

Figure 14-5.—An example of a completed PS Form 3293 (Reverse).

Add Back Paid Out Items (Disbursements)

Step 1. Enter any cash paid out shown by receipts in lines 2 through 5, column I. Total them and enter the result in line 5, column II. Add lines 1 and 5, column II. Enter the result in line 6, column II, "Cash That was Available Before Paid Outs."

Less Cash Represented by Accountability Items Other Than Stamp Stock (Receipts)

Step 1. Enter total amount of money order vouchers to line 7, total amount of COD Tags to line 9, total amount of Customer Meters (PS Forms 3603's) to line 10, total amount of Post Office meters/PVI, (PS Form 3602-PO and current reading) to line 11, total amount of Retail Packaging Products to line 13. Total lines 7 through 16, column I. Enter the result to line 16, column II. Subtract line 16, column II from line 6, column II, and enter the result in line 17, column II. This amount may exceed the maximum authorized cash portion of the clerk's stamp credit as a result of stamp sales.

Stamp Count

Step 1. Count each item of stock and enter the number in the appropriate block on pages 2 and 3 (figures 14-7 and 14-8).

Step 2. Multiply the total number of each item by its face value.

Step 3. Count and multiply redeemed stock consisting of stamped cards, stamped envelopes, aerogrammes, and U.S. international reply coupons by the applicable redemption rate. Enter the results to the appropriate block, by type and total the amount.

Step 4. Total all blocks on pages 2 and 3 of PS Form 3294 and enter the results of the stamp stock counted on line 18, column I.

Step 5. Enter amount from PS Form 17, showing stock in transit from the COPE, to the PFO/NPFO to line 20, column I. Verify the validity of PS Form 17 with the source of stock.

Step 6. Total lines 18 through 20, column I, and enter on line 20, column II.

Total Cash and Stamp Stock

Step 1. Add lines 17 and 20, column II, and enter the Total Cash and Stamp Stock on line 21, column II.

Step 2. Enter the Opening Balance Stamps, AIC 840, or Cash Retained, AIC 353 to line 22, column II.

Step 3. Subtract line 22 from line 21, column II and enter the difference to line 23, column II.

Step 4. Enter the Amount of Tolerance for this Credit on line 24. Tolerance should be 1% of the amount listed on the last PS Form 1412-B.

Step 5. If the amount of difference exceeds the tolerance and the parties involved cannot agree with the count, recount the stamp credit account at the request of the clerk. After you have established the amount of overage or shortage, bring the stamp account into balance.

- If there is a shortage, report it in "Suspense Adjustment" to the column marked action taken on line 25.

- For an overage amount exceeding the tolerance, report it in the "Trust" to the column marked action taken on line 25.

Step 6. Darken block lower right-hand corner. Enter the date and amount of credit listed on the previous PS Form 1412-B.

Inventory of Employee's Credit Containers (Annually)

Step 1. The COPE or Finance Supervisor usually manages information contained on page 4 (see figure 14-9).

Step 2. The auditor shall inventory all cash drawers, stamp cabinets, safe compartments, envelope drawers, and capital/sensitive equipment listed on PS Form 1590, Supplies and Equipment Receipt.

Summary of Main/Reserve Stock Accountability

Step 1. Enter the total of stamp stock from pages 2 and 3 to page 4 under Summary of Main/Reserve Stock Accountability. For a COPE or PFO account, indicate whether PS Form 3295 was correct or has been corrected. If applicable, enter Stamp Stock per PS Form 3958. Enter the difference, whether over or short, and the action taken.

Verification of Accountable Forms

Step 1. From the office file of the last PS Form 1412-B submitted by the COPE, record the last numbered receipt issued from PS Form 1538, 3210, 3544, 3582-C, 3602-PO, and 3603 from the receipt controls section.

Verification of Money Orders

Step 1. Inspect blank domestic money orders to ensure they are being sold in sequence.

Verification of PS Forms 3977 (Semi-Annually)

Step 1. Verify PS Form 3977, Duplicate Key Envelope. For COPE's and PFO's, ensure signatures are current and envelopes are sealed and postmarked.

Verification of other items (List)

Step 1. List any other items that need to be verified.

Step 2. Ensure clerks and auditors sign and date PS Form 3294.

DISPOSITION OF DD FORM 2259 OR PS FORM 3294

Submission of each monthly audit is not required, except for the monthly audit held in the last month of each calendar quarter. This audit should be submitted by USPS indicia mail to the PFO or NPFO as applicable. In the Remarks section of the COPE's audit or on a separate sheet of paper with the name of the command and the date of the audit, provide the following information:

- Date of last postal assessment

- Postal Officer's name, rank, and date of designation

- COPE's name, rank, and date of designation

- List all postal clerks assigned and designated on DD Form 2257. If the clerk has a fixed credit assigned, indicate the results of all monthly audits conducted during the quarter; i.e., position, name, rate, date, credit assigned, stamps/cash on hand, resulting overage/shortage. If a clerk holds no fixed credit, list their name, followed by the phrase—"Holds no Fixed Credit." Include names of Non-PC alternates if applicable.

- List all stamp requisitions originated during the quarter. Include date dispatched, requisition serial number, which PFO requisition was sent to, dollar value, and date received.

- Date of COPE's safe combination change.

- Audit overages in excess of tolerance (if any). List check number, if none, omit this paragraph.

When a change of COPE occurs, PS Forms 1590 and 3369 are submitted with a copy of the audit, to the NPFO or PFO for fixed credit accounts, and to the appropriate postmaster for flexible credit accounts.

RECORDING AUDIT RESULTS

The COPE, postal officer, or MPO supervisor is required to maintain a PS Form 3368, Stamp Credit Examination Record, for each postal clerk that possesses an extended fixed or flexible credit account (see figure 14-10). Also, one of these forms will be maintained for the COPE's account. The PS Form 3368 will be maintained on the individual account until the account is terminated. Each time a fixed or flexible credit account is audited, the PS Form 3368 will be updated to record the results of the audit.

Q14-1. *What is the best way to determine whether your MPO is being operated efficiently, economically, and in compliance with correct administrative and operational policies?*

Q14-2. *Audits and inspections are considered as being management tools. (True/False)*

Q14-3. *What are the three types of official audits conducted at military post offices?*

Q14-4. *What individual is required to inspect your post office on a weekly basis?*

Q14-5. *To what two publications should you refer the auditors to help them become more familiar with current instructions concerning postal audits and inspections?*

Q14-6. *Explain what tolerance level means in relation to a fixed credit account holder of $500.*

Q14-7. *Audits of stamp vending machines are conducted at what time?*

Q14-8. *What document is used for auditing flexible credit accounts?*

Now turn to appendix 1 to check your answers.

MILITARY INSPECTIONS

Learning Objective: *Recall the types of military inspections post offices can expect and the types of reports required after the inspection.*

Military postal clerks must never forget that the post office is part of the command and, as such, the space is expected to be maintained in accordance with the policy set forth by individual commanding officers. A post office, like any other office, cannot operate smoothly and efficiently unless time is devoted regularly to maintaining order, neatness, and cleanliness. To ensure that you do this, the postal officer is required to inspect your post office each week. This inspection includes such areas as the cleanliness and security of the office, a check of undeliverable mail on hand, and the number of empty mailbags on hand. This is a command function documented on NAVSUP Form 5119 and no report is

Type of Accountability	☐ Main or Reserve Stock	☐ Cash Retained/Reserve	☐ Other (Specify)		
	☐ Stamp Credit	☐ Unit			

Name of Employee		Clerk ID No.	Unit Name	Unit ID No.	Date of Examination

Summary of Accountability (Attach a preliminary From 1412 if applicable)			Cash and Cash Items on Hand (Cash Details Optional)		
	Col. I	Col. II	Denomi-nation	Quality	amount
1. Total Cash and Cash Items on Hand (Line 33)		$0.00	$100.00	0	$0.00
Add Back Paid Out Items(Disbursements): 2. Refunds	$0.00				
3. Other	$0.00		$50.00	0	$0.00
4. Other	$0.00		$20.00	0	$0.00
5. Other	$0.00	Tot. 2 thru 5, Col. I $0.00	$10.00	0	$0.00
6. Other		1 + 5, Col. II $0.00	$5.00	0	$0.00
Less Cash Represented by accountability Items Other Than Stamp Stock (Receipts): 7. Money Order Vouchers	$0.00		$1.00	0	$0.00
8. Forms 3544	$0.00		0.50	0	$0.00
9. COD Tags	$0.00		0.25	0	$0.00
10. Customer Meters, Form 3603	$0.00		0.10	0	$0.00
11. Post Office Meters/PV1 (Forms 3602-PO & current readings)	$0.00		0.05	0	$0.00
12. Box Rents Forms 1538	$0.00		0.01	0	$0.00
13. Retail Packaging Products	$0.00		26. Total Cash		$0.00
14. Other	$0.00		27. Personal and Business Checks, Total		0
15. Other	$0.00		28. Government Checks, Total		0
16. Other	$0.00	Tot. 7 thru 16, Col. I $0.00	29. Paid Money Orders, Total		0
17. Cash Portion of Stamp Credit		6 - 16 Col. II $0.00	30. Traveler's Checks, Total		0
ADD: 18. Stamp Stock as Counted	$0.00		31. Credit/Debit/PPC Card Receipts, Total		0
19. Envelope Discount, Forms 3220	$0.00		32. Other (Describe)		0
20. Stock in Transit (Returned but still in accountability)	$0.00	Tot. 16 thru 20, Col. I $0.00	33. Total Cash and Cash Items on Hand (Total items 26 thru 32)		$0.00
21. Total Cash and Stamp Stock		Total 17 + 20 Col. II $0.00	Date and amount of credit listed on last PS Form 1412		
22. Opening Balance Stamps, AIC 840 or Cash Retained, AIC 353		$0.00			
23. Difference		21 - 22 Col. II $0.00	Date	Amount	
24. Amount of Tolerance for this Credit	$0.00				
25. Action Taken when Out of Tolerance ☐ Trust ☐ Suspense ☐ Form 571					

PS Form **3294**, January 1999 (page 1 of 4)

PCf1406

Figure 14-6.—An example of a PS Form 3294, Cash and Stamp Stock Count and Summary (page 1).

¢1	¢2	¢3	¢4	¢5	¢10
0	0	0	0	0	0
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
¢20	¢22	¢23	¢30	¢32	¢33
0	0	0	0	0	0
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
¢40	¢46	¢50	¢55	¢60	¢75
0	0	0	0	0	0
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
¢77	¢78	$1.00	$2.00	$3.20	$5.00
0	0	0	0	0	0
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$77.00	$78.00	$1.00	$2.00	$3.20	$5.00
0	0	0	0	0	0
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0	0	0	0	0	0
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
First Class Rate ¢0	FC Rate 2nd oz. ¢0	FC Rate 2nd oz. ¢0	P.S.A. $0.00	P.S.A. $0.00	P.S.A. $0.00
0	0	0	0	0	0
	$0.00	$0.00	$0.00	$0.00	$0.00
	Express Mail Rate $0.00	Priority Rate $0.00	Books $0.00	Books $0.00	Books $0.00
	0	0	0	0	0
	$0.00	$0.00	$0.00	$0.00	$0.00
	FC Rate Coils $0.00	FC Rate Coils $0.00	Coils $0.00	Coils $0.00	Coils $0.00
	0	0	0	0	0
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

PS Form 3294, January 1999 (Page 2 of 4)

Total of page2 $0.00

Figure 14-7.—An example of a PS Form 3294, Cash and Stamp Stock Count and Summary (page 2).

14-16

Stamped Envelopes, Cards, and Other Stamped Paper					
FC Envelopes ¢0	#6¾ Window ¢0	#10 Window ¢0	#6 3/4 Prec. Reg $0.00	#10 Prec. Reg. $0.00	#6 3/4 Prec. Window $0.00
0	0	0	0	0	0
	$0.00	$0.00	$0.00	$0.00	$0.00
	#10 Prec. Window $0.00				
	0	0	0	0	0
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
FC rate Cards ¢0	Cards-Reply ¢0	Int'l Cards ¢0	Int'l Cards ¢0		
	0	0	0	0	0
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Aerogrammes ¢0	Reply Coupons ¢0	Bird ¢0			
	0	0	0	0	0
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Use This Space for Computations

$0.00	$0.00	$0.00
$0.00	$0.00	$0.00
Redeemed Stock		
$0.00	$0.00	

PS Form 3294. January 1999 (Page 3 of 4)

Total of Page 3 $0.00

PCf1408

Figure 14-8.—An example of a PS Form 3294, Cash and Stamp Stock Count and Summary (page 3).

Inventory of Employees' Credit Containers (Annual)					
Equipment	Cash Drawer	Stamp Cabinet	Safe Compartment	Envelops Drawer	
Equipment Number					
Number of Keys					

Summary of Main/Reserve Stock Accountability

Stamp Stock on Hand per count	$	☐ Inventory Items Are Correct or Have Been Corrected
Stamp Stock per Form 3958		
Difference ☐ Over ☐ Short		
Action Taken ☐ Trust ☐ Suspense ☐ Form 571		

Verification of Accountable Forms

Form No.	Last Issued per Form 142	Next Form on Hand
1538		
3210		
3544		
3582-C		
3602-PO		
3603		

Verification of Money Orders

Domestic	Are they issued in sequence?	☐ Yes ☐ No
Bait	Are they in good condition?	☐ Yes ☐ No
International	Are they issued in sequence?	☐ Yes ☐ No

Verification of Forms 3977 (Semi-Annual)

Are signatures current?	☐ Yes ☐ No
Are envelopes sealed and postmarked?	☐ Yes ☐ No

Verification of Other Items (List)

Notes, etc.:

I have examined this stamp credit:	I agree to the count:
(Signature of Supervisor) (Date)	(Signature of Supervisor) (Date)

PS Form **3294**. January 1999 (Page 4 of 4)

PCf1409

Figure 14-9.—An example of a PS Form 3294, Cash and Stamp Stock Count and Summary (page 4).

14-18

UNITED STATES POSTAL SERVICE™

*Use an asterisk to denote excessive cash. Line numbers are from Form 3294

Name of Employee *PCSN ABLE B. SEAMAN*				Location *SAFE # 2*	*USS UNDERWAY (CV-66)* *FPO AE 09561-0001*		
Date of Count	Counted by (Name)	Stamp Credit Accountability COB Previous Duty Day Line 17 Col. 11	Stock Accounted for Line 15 Col. 11	Cash Portion * Line 12 Col. 11	Overage + Shortage − Line 18 Col. 11	Remarks	Next Count not Later than
10/10/01	BOATE SMITH	$1,000 00	$950 00	$50 00			11/01
11/14/01	BOATE SMITH	$1,000 00	$953 94	$43 11	£2 95	WITHIN TOLERANCE	12/01

PS Form **3368**, September 1988 (Previous Editions Usable)

PCf1410

Figure 14-10.—An example of a completed PS Form 3368.

required to be submitted to authorities outside the command.

All assigned postal activities above mailroom level are required to have an inspection conducted by major commanders or their designated representatives. An audit of the COPE's accounts during this inspection will meet the annual inspection requirements as outlined in the DOD Postal Manual, Volume I.

Inspections of shipboard Navy post offices will be conducted under the guidance of the Navy Command Inspection Program. Postal Advisors may augment the immediate unit commander's command inspection team to conduct the shipboard postal functional part of the inspection. The audit conducted by this inspection will satisfy the monthly audit required for that time frame.

Commanding officers are encouraged to request postal assessment visits by Postal Advisors between formal command inspections. A formal inspection or postal assessment will be conducted on each shipboard military post office at no less than 18-month intervals, and annually for overseas shore-based post offices.

VENDING EQUIPMENT SALES AND SERVICE (VESS) REPORTS

Each COPE or MPC associated with self-service vending equipment must complete PS Form 8130, Vending Equipment Sales and Service Log, detailing the equipment serviced and maintained during each accounting period (see figure 14-11). All self-service vending-related time, out-of service codes, and costs must be reported. At the end of each accounting period, this report is submitted to NPFO San Diego.

Entering information on PS Form 8130 as follows:

Reporting Period.

Enter the accounting period and fiscal year for the corresponding information on the complete form.

Location Information.

ZIP + 4: Enter the ZIP + 4 for the geographical location of the equipment.

Location Name: Enter the name of the location.

Type Code: Enter the two-digit code (ML) from Table 14-2.

Table 14-2.—Location Type Codes

Location Type	Code
Postal Branch	BR
Postal Main Office	MO
Postal Station	ST
Postal Store	PS
Aviation/Airport	AV
Bank	BK
College/University	CL
Corporation	CO
Department Store	DS
Gift Shop	GS
Hospital	HP
Hotel	HT
Post Office Express	PE
Supermarket	SM
Mall	MA
Misc./Other	MI
Military Postal	ML

Street Address: Enter PSC and number followed by your box number. (Example: PSC 472 BOX 44; or for ships, USS _____.)

City and State: Enter FPO and appropriate AA, AE or AP.

Servicing Employee Name: Enter the Name of the MPC.

Work address: Enter PSC and number followed by your number; of for ships, USS_____.

ZIP + 4: Enter the ZIP + 4 Code.

Servicing Employee ID Number: N/A.

Commercial Number: Enter the telephone number of the serving post office.

Job Title: Check the appropriate box for the job title of the MPC.

Machine Information.

Machine Serial #: Enter the serial number located on the boiler plate affixed to the machine.

Model Code: Enter the model code from Table 14-3.

Model Name/Type: Enter the model name and type from the list in Table 14-3.

Add/Delete: Check the appropriate box to add or delete a machine.

Service Date: Enter the date service was performed.

Office Work Hours: Enter the number of hours and minutes spent counting currency, preparing deposits, requisitioning stock, completing accounting functions, auditing, ordering parts, and providing customer service including reimbursements.

Service Work Hours: Enter the number of hours and minutes spent servicing the equipment by loading stock, collecting cash, replacing modules, and performing general housekeeping.

Overtime: N/A.

Revenue: Enter the amount of money collected from the machine on each servicing day. At the end of the AP, total across all daily entries and place the sum in the last column at the right under AP Totals.

Transactions: Enter the number of transactions on each service day. At the end of the AP, total across all daily entries and place the sum in the last column at the right under AP Totals. Refer to Retail Vending Operational and Marketing Handbook, PO-102 for instructions on monitoring transactions for a particular machine type.

Out of Service: Enter a four-digit code based on the following; the first two digits represent the total number of days a machine is out of service; and the second two digits are based on the code numbers in Table 14-4.

AP Total Information.

Total Office Workhours/Minutes: Enter the sum total of all "b" entries.

Total Service Workhours/Minutes: Enter the sum total of all "c" entries. Enter the total time spent in transit for this location for the entire accounting period.

Miles Driven: N/A.

Miscellaneous Cost: N/A.

POSTAL ACTIVITY REPORTING SYSTEM (PARS) INFORMATION REQUIREMENTS

MPSA requires PARS quarterly financial reports from Navy post offices. These reports are designed to collect and report standard work data generated at Navy postal activities. The reports provide management with facts used to direct the day-to-day

Table 14-3.—Current Equipment Codes

Model Code	Item Number	Model	Machine Type
117	V-3504C	PS-53C	SVM
118	V-3504D	PS-53D	SVM
119	V-3504C	PS-53C MOD	SVM
120	V-3510	PS-22	SVM
205	V-1065D	PBM-2	BVM
206	V-1065E	PBM-6	BVM
207	V-1065D	PBM-2A	BVM
208	V-1065F	PBM-7	BVM
307	V-3508B	PCM-1625A	MCM
308	V-3508C	PCM-1625B	MCM
420	V-7407C	SCC-3	SCC
500		WRU	WRU
601	V-3508D	PBSM-624	BSM

Table 14-4.—Out-of-Service Codes

Code Number	Descriptor
01	Validator
02	Coin Mechanism
03	Controller
04	Dispenser
05	Electrical
06	Other
07	Jam
08	Jackpot
09	Switch
10	Physical Damage

operation of the MPS and to answer congressional or other official inquiries.

REPORTING PROCEDURES

PARS reports will be submitted quarterly to the appropriate FLTCINC postal officer. Reports must reach the FLTCINC by the 10th of the month following the end of each quarter. The reporting quarters are as follows:

- 1st Quarter—OCT - DEC
- 2nd Quarter—JAN - MAR
- 3rd Quarter—APR - JUN
- 4th Quarter—JUL - SEP

For definitions of PARS data‗elements and an example of the message report format, refer to Appendix 4 of this TRAMAN or to the NPFO Handbook.

POSTAL ASSISTANCE ADVISOR

The Postal Advisor Program operates in conjunction with the *Navy Command Inspection Program*, SECNAVINST 5040.3A, and the *DOD Postal Manual*, Volume I. The Postal Advisor Program supports the Postal Agreement between USPS and DOD. Postal advisor billets are under operational control of CINCLANTFLT, CINCPACFLT, and CINCUSNAVEUR.

The purpose of the Postal Advisor Program is to assist commanding officers in the evaluation of daily postal operations and to provide technical training to

UNITED STATES POSTAL SERVICE®

**Vending Equipment Sales and Service
Daily Activity Log**
(See Instructions on Reverse)

AP | FY

Location Information			Servicing Employee Information		AP Totals	

ZIP + 4

Location Name | Type Code

Street Address

City and State

Servicing Employee Name

Servicing Employee ID Number

Work Address

City and State

ZIP + 4

Commercial Number ( )

Check One
☐ SSPC Tech   ☐ Postmaster
☐ Clerk   ☐ Supervisor
☐ Other:

AP Total Office Workhours/Mins
AP Total Service Workhours/Mins
AP Travel Time (Hours/Mins.)
AP Total OT Workhours/Mins.

Miles Driven

Misc. Cost

Machine Serial #:   Model Code: Model Name/Type:
a. Service Date
b. Office
c. Service
d. Overtime
e. Revenue
f. Transactions (See Reverse)
g. Out-of-Service
☐ Add   ☐ Delete
AP Totals $

Machine Serial #:   Model Code: Model Name/Type:
a. Service Date
b. Office
c. Service
d. Overtime
e. Revenue
f. Transactions (See Reverse)
g. Out-of-Service
☐ Add   ☐ Delete
AP Totals $

Machine Serial #:   Model Code: Model Name/Type:
a. Service Date
b. Office
c. Service
d. Overtime
e. Revenue
f. Transactions (See Reverse)
g. Out-of-Service
☐ Add   ☐ Delete
AP Totals $

Machine Serial #:   Model Code   Model Name/Type
a. Service Date
b. Office
c. Service
d. Overtime
e. Revenue
f. Transactions (See Reverse)
g. Out-of-Service
☐ Add   ☐ Delete
AP Totals $

PS Form 8130, May 1999 (Page 1 of 2)

PCf1411

Figure 14-11.—An example of a PS Form 8130.

14-22

INSTRUCTIONS

Record accounting period (AP) activity for vending equipment on this form. Each employee associated with the vending equipment operation must complete a form detailing the equipment serviced and maintained during the accounting period. All vending equipment related time and costs must be reported.

REPORTING PERIOD

Enter the accounting period and fiscal year for which the information on this completed form represents.

LOCATION INFORMATION

ZIP + 4   Enter the ZIP + 4 for the geographical location where the equipment is located (i.e., if the equipment is installed in a free standing unit in a shopping mall parking lot use the ZIP + 4 assignment for the mall).

NAME   Enter a location name that local personnel will recognize when referencing the location.

ADDRESS   Enter the street address of the location.

CITY / STATE   Enter the city and state of the location.

TYPE CODE   Enter the two-digit type code from the list below.

TOTAL OFFICE HOURS   Enter the sum total of "b" entries here.

TOTAL SERVICE HOURS   Enter the sum total of "c" entries here.

TRAVEL TIME   Enter the total time spent in transit for this location for the accounting period.

TOTAL O.T.   Enter the sum total of OT entries here.

MILES DRIVEN   Enter the total mileage charged to this location for the accounting period.

MISC. COST   Enter the dollar and cent amount for any rent, utilities, or cleaning supplies used during the accounting period. (i.e., Enter one hundred and twenty-five dollars and thirty-five cents as $125.35. Enter one hundred and twenty five dollars as $125.00).

SERVICING EMPLOYEE INFORMATION

I.D. #   This number is assigned by the database when the location is established. A new employee will be given the next sequential number by the VESS system database. This number may be determined by contacting the Division VESS program administrator.

NAME   Enter the name of servicing employee whose activities are reported on this form.

ADDRESS   Enter the street address where servicing employee is domiciled.

CITY / STATE   Enter the city and state where the servicing employee is domiciled.

ZIP + 4   Enter the ZIP + 4 where the servicing employee is domiciled.

TEL. #   List the COMMERCIAL telephone numbers if known.

JOB TITLE   Check the appropriate box. If "OTHER" include title and pay level.

MACHINE INFORMATION

MACH. SERIAL #   Enter the serial number located on the boiler plate identification tag affixed to the machine.

MODEL CODE   Enter the appropriate model code from the list below.

MODEL NAME/TYPE   Enter the appropriate model name / type from the list below

ADD / DELETE   Check the appropriate box to add or delete a machine.

a. Enter the **service date** of service activities.

Enter the number of **office** workhours. Office workhours are workhours are the number of hours and minutes spent counting currency, preparing deposits and stock requisitions, performing accounting functions, auditing, depositing currency, arranging for repair and replacement of failed subassemblies, and providing customer service including reimbursements.

c. Enter the number of **service** workhours. Service workhours are workhours are the number of hours and minutes spent servicing the equipment by loading stock, collecting cash, replacing modules (troubleshooting), and general housekeeping.

d. Enter the number of **overtime** hours. Postal overtime pay is a premium pay to eligible employees for work performed after eight paid hours in any one service day or forty paid hours in any one service week.

e. Enter revenue. **Revenue** is the money collected from the machine on each servicing day. Add all daily entries and place the sum total in the column to the right. (i.e., One hundred and twenty-five dollars thirty-five cents should be entered as $125.35. One hundred twenty-five dollars should be entered as $125.00).

f. When requested to monitor **transactions**, enter the total number of transactions generated by the corresponding machine during the accounting period. (Refer to Retail Vending Operational and Marketing Handbook, PO-102 for instructions on monitoring transactions for a particular machine type.)

g. Enter the **out-of-service** code. The out-of-service code is the four digit code based on the following: the first two digits represent the total number of days a machine is out-of-service. The second two digits are based on the following code table:

01 – VALIDATOR	
02 – COIN MECHANISM	
03 – CONTROLLER	
04 – DISPENSER	
05 – ELECTRICAL	
06 – OTHER	
07 – JAM	
08 – JACKPOT	
09 – SWITCH	
10 – PHYSICAL DAMAGE	
11 – RELOCATION	

EXAMPLE: 04 03

The first two digits indicate the machine was OUT-OF-SERVICE for four days. The second two digits indicate the primary reason was a defective controller.

NOTE: In the event a machine is inoperative for various reasons on different dates during the accounting period, indicate the OUT-OF-SERVICE code you feel was most predominant in the AP TOTALS column.

AP TOTALS

Total rows e thru g, left to right, for each machine listed. Enter the sum in the appropriate AP TOTALS block. (Make entries for items "f" and "g" only when applicable.)

CURRENT EQUIPMENT CODES

MODEL CODE	ITEM NUMBER	MODEL NAME	TYPE
117	V-3504C	PS-53C	SVM
118	V-3504D	PS-53D	SVM
119	V-3504C	PS-53C MOD	SVM
120	V-3510	PS-22	SVM
205	V-1065D	PBM-2	BVM
206	V-1065E	PBM-6	BVM
207	V-1065D	PBM2A	BVM
208	V-1065F	PBM-7	BVM
307	V-3508B	PCM-1625	PCM
308	V-3508C	PCM-1625B	PCM
420	V-7407C	SCC-3	SCC
500	V-	WRU	WRU
601	V-3508D	PBSM-624	BSM

LOCATION TYPE CODES

LOCATION TYPE	CODE
Postal Branch	BR
Postal Main Office	MO
Postal Station	ST
Postal Store	PS
Aviation / Airport	AV
Bank	BK
College	CL
Corporation	CO
Department Store	DS
Gift Shop	GS
Government Location	GL
Hospital	HP
Hotel	HT
Post Office Express	PE
Supermarket	SM
Mall	MA
Misc. / Other	MI
Military Postal	ML

Figure 14-11b.—An example of a PS Form 8130.

personnel assigned to postal duties. Postal advisors provide postal orientation to newly designated personnel, and assist, advise, and train personnel at Navy post offices around the world. Some of these personnel include postal officers, postal clerks, reserve custodians, other military and civilian personnel assigned to postal duties, and auditors.

The easiest and most useful way to make sure postal operations are current and conducted properly is to make maximum use of the postal advisors. Postal advisors are usually senior postal clerks (E-7s to E-9s) and civilians with an extensive postal background who are assigned to selected fleet concentration centers, both in the United States and overseas.

The knowledge and experience of postal advisors can be used to support required training. The advisors can detect unidentified discrepancies (those not yet found), and give recommendations needed to correct identified postal discrepancies. The advisors are able to make recommendations for physical improvements of postal spaces and equipment to improve the flow of mail. Keep in frequent contact with your homeport postal advisor. You should take advantage of any training offered by the advisor(s). Postal advisors are located at FMC Yokohama, Japan; NRCC Manila, RP; San Diego, Ca; Pearl Harbor, HI; Norfolk, VA; Mayport, FL; and Naples, Italy.

Other areas of importance to a postal operation that require the services of a postal advisor are inspections, investigative assistance, audits, predeployment briefings, and general help and advice on all postal matters.

Regardless of the effectiveness of local training programs, using your postal advisor cannot be overemphasized. Postal policies and practices are continuously changing. This normally affects the operation of the MPS. The postal advisors are knowledgeable and experienced in the full scope of postal responsibilities. They are readily available to give necessary guidance.

Q14-9. *What personnel are responsible for completing PS Form 8130, Vending Equipment Sales and Service Log?*

Q14-10. *What information does the PARS report provide?*

Q14-11. *How often are PARS reports required to be submitted?*

Q14-12. *On what date must the PARS report reach the FLTCINC?*

Q14-13. *Postal Advisor billets are under operational control of what major command(s)?*

Now turn to appendix 1 to check your answers.

POSTAL MESSAGES

Learning Objective: *Recall the different types of messages generated at an MPO.*

Messages are the form of written communication used in the Navy when speed of transmission is important. The message system is designed to get time-sensitive or even critical information to addressees rapidly for effective use of information. The preparation of naval messages is a routine task of postal clerks in the Navy. Daily mail on-hand reports, postal net alerts (PNAs), mail routing instructions (MRIs), and postal offense reports are prepared by postal personnel and sent through the Navy's telecommunication system.

Like correspondence preparation, message writing will become easier with practice.

POSTAL NET ALERT

The Postal Net Alert (PNA) is a system of communicating between postal activities by supplying information about the status of mail movement. PNAs can be used to report air and surface irregularities, which include incidents such as facility problems and mechanical breakdowns affecting the transportation or processing of mail.

The PNA message can be a good information tool. PNAs report information on matters directly affecting mail movement such as the following:

- Improper labeling or tagging of mail

- Airport closures

- Mail loaded or off-loaded in error

- Change in airline ability to make transfers

- Last-minute flight schedule changes

- Unsuccessful airline transfers

- Airline carrier backlogs

Postal officers can use PNA messages to create an information link between dispatching, transiting, and receiving activities. PNA messages are one of the more important building blocks of an integrated mail transportation network. PNAs sent between local post

offices do not need to follow a specific format. They should just say what has to be said, giving the facts of the incident and the action taken or recommended (see figure 14-12). Distribution of PNAs should be on a need-to-know basis only. If a command is not affected by the incident, or has no need to know, do not list it on the info line of the message.

The PNA is a tool that is encouraged to be used by all postal managers when needed. It should be used to report intra-theater mail problems in addition to concerns on mail moving to and from CONUS. Do not include the JMPAs or MPSA as addressees when the information is of distinct local interest only. Your PNA distribution should only include the serving JMPA or MPSA if it concerns mail moving to or from CONUS.

MAIL ON HAND/DISPATCH REPORT

Daily mail on hand/dispatch reports are required from all ships and shore activities holding mail for other units. The first section of the report shows the amount of mail on hand and for which unit, while the final section shows mail that was delivered or dispatched since the last report. Ships functioning as

Passenger Mail Cargo Coordinator (PMCC) should show any mail received for ships not present with the battle group.

Mail on hand/dispatch reports permit commands to monitor mail flow and to provide special routing instructions when necessary. Mail on hand/dispatch reports are sent in message format with PRIORITY precedence (see figure 14-13).

MAIL ROUTING INSTRUCTION (MRI)

The routing and dispatching of Navy mail for units operating out of their home ports or when they are deployed overseas is carried out by responsible mail routing activities using information provided to them by each unit in the form of MRIs.

The responsibility for submitting MRIs lies with the ship or other mobile unit's commanding officer; however, generally the command postal clerk will provide a draft of the message for approval by the postal officer. MRIs are submitted to the appropriate JMPA and area mail coordinators as designated by the appropriate FLTCINC.

```
                    UNCLASSIFIED

FM:  FMC DET ROME IT

TO:  USS UNDERWAY

INFO:  CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR//
MEDMAIL COORD NAPLES IT//N401B//
COMNAVSUPSYSCOM MECHANICSBURG PA//SUP54//

UNCLAS//N05110//

MSGID/GENADMIN/FMC DET ROME IT//

SUBJ/POSTAL NET ALERT//

RMKS/

1.  ORIG HAS RECEIVED WORD OF POSSIBLE CRASH CREW STRIKE AT ROME'S INTL AIRPORT
ON 10 MAR 01.  IF STRIKE GOES INTO EFFECT IT WILL CAUSE AN APPROX 12-HOUR DELAY OF
RETROGRADE MAIL.

2.  WILL ADVISE BY SEPARATE MSG IF STRIKE CONTINUES PAST 12 HOURS.//

                    UNCLASSIFIED
```

Figure 14-12.—An example of a postal net alert (PNA) message.

```
                              UNCLASSIFIED


FM:  COMNAVACT LONDON UK

TO:  USS UNDERWAY
USS DESTROYER
USS CRUISER
USNS OILER

INFO:  CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR//
CINCLANTFLT NORFOLK VA//N412P/N412P1//
COMNAVSUPSYSCOM MECHANICSBURG PA//SUP54//

UNCLAS//N05110//

MSGID/GENADMIN/FMC DET ROME IT//

SUBJ/MAIL ON HAND/DISPATCH REPORT

RMKS/1.  THE FOLLOWING MAIL ON HAND AT NPO LONDON AS OF 1601Z 30 JUN 01.  ALL
WEIGHTS ARE LISTED IN KILOS.



UNIT            LCM/PRI/MOM/SAM        REGS           ANTICIPATED DISP DATE

USS UNDERWAY    325/000/000/000        020            FAM
USS DESTROYER   020/000/000/000        000            OSL 07/01
USS CRUISER     083/000/000/000        005            PORTMOUTH 07/01
USNS OILER      010/000/000/000        001            FAM

2.  THE FOLLOWING MAIL DISP BY ORIG ON 30JUN01.

USS UNDERWAY    450/000/000/000        045            VIA HELO
USS DESTROYER   100/000/000/000        005            VIA HELO CV-66 FFT
USS CRUISER     076/000/000/000        001            VIA HELO CV-66 FFT
USNS OILER      000/000/000/000        010            VIA HELO CV-66 FFT

3.  RETOGRADE MAIL ON HAND OVER 24 HOURS:  NONE


                              UNCLASSIFIED
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Figure 14-13.—An example of a Mail on Hand/Dispatch Report.

As you have learned, MPSA has established offices at the gateways to provide mail routing instructions to USPS. JMPA-ATL or JMPA-PAC, located at New York and San Francisco respectively, have been assigned overall mail routing and monitoring responsibility for all mobile units.

The action addressee on all MRIs will be the responsible JMPA and/or area mail coordinator, if applicable. The information addressees should be all other activities with a need to know (any activity involved in the delivery or receipt of your ship or unit's mail), such as FLTCINCs, FMCs, aircraft carriers or

auxiliary ships, naval stations, and so forth. Embarked units should always be indicated as embarked on a ship's MRI; however, this does not relieve the embarking/debarking unit of the responsibility of submitting its own MRI. MRIs should be sent using PRIORITY precedence, (info addresses should be sent ROUTINE), and as far in advance as possible to ensure the successful receipt of mail (see figure 14-14). The MRI should remain current and should project mail routing information for a reasonable length of time to provide positioning of all classes of mail.

Major commanders may designate area mail coordinators responsibility for issuing and coordinating intra-theater routing for mobile units in their respective area. Many of the area mail coordinators issue instructions that are unique to their particular area of responsibility. These instructions are helpful to mobile commands in the preparation of MRIs and also in dispatching and receiving mail.

SPECIAL REPORTS OF POSTAL VIOLATIONS, LOSSES, AND OFFENSES

Postal offenses are occurrences of violating laws, agreements, or USPS and DOD regulations, which jeopardize the security of mail, postal effects, and other USPS or DOD property. The *DON Postal Instruction* and the *DOD Postal Manual*, Volume 1, provides detailed information about reporting postal losses and offenses.

DOD is responsible for making sure USPS is reimbursed for the loss of funds, postage stock, and accountable mail because of embezzlement, negligence, or theft while in the custody of the MPS. Investigation by the military services may be required to determine individual liability. An investigating officer may be a commissioned officer, warrant officer, or senior enlisted person (E-7 through E-9) appointed to investigate postal offenses or losses.

Examples of postal offenses that must be investigated are as follows:

- Theft, destruction, manipulation, misappropriation or embezzlement of postal funds, blank money order forms, money order imprinters, mail keys, stamps, stamped paper, or meter postage or postmarking devices

- Altering, counterfeiting, forging, or fraudulently passing money orders and other postal paper

The *DOD Postal Manual*, Volume 1, chapter 14, lists various other postal offenses that must be reported.

Reports are made in message format (see figure 14-15) within 72 hours of discovery with follow up reports made every 30 days thereafter or until MPSA closes the case. Postal losses such as stamp stock account shortages or missing money order vouchers discovered during routine audits are not required to be reported as postal offenses unless criminal intent is suspected.

Q14-14. *What type of correspondence is the Navy's quickest form of written communication?*

Q14-15. *Explain the purpose of a postal net alert (PNA).*

Q14-16. *What specific format is used when submitting a PNA message?*

Q14-17. *What units are required to submit mail on hand/dispatch reports?*

Q14-18. *What individual is responsible for submitting a mail routing instruction?*

Q14-19. *Postal offenses that occur in a Navy postal facility should be reported within what total number of hours after discovery?*

Now turn to appendix 1 to check your answers.

POST OFFICE FILES AND RECORDS

Learning Objective: *Recall the procedures for setting up and maintaining postal files and records.*

The size and type of an MPO will generally dictate the type of container or space needed for maintaining files and records. Large shorebased MPOs will in some cases need a separate space for administrative files where as a small shipboard MPO will only use a filing cabinet. The following information will aid in setting up a postal filing system, and ensuring your system provides adequate security.

SETTING UP POSTAL FILES

As a minimum, your filing system should be organized into five main sections: (1) Administration, (2) Financial, (3) Supply, (4) Operations, and (5) Records. Additional file sections may be added as needed. Correspondence on each individual section should be filed as shown below.

1. ADMINISTRATION

```
                              CONFIDENTIAL
FM:  USS UNDERWAY


TO:  CDR JT MIL POSTAL ACTY ATL NEW YORK NY//MPSA-NY-MR//


INFO:  CINCLANTFLT NORFOLK VA//N412P/N412P1//
COMNAVACT LONDON UK//A111//
USS DESTROYER
USS CRUISER
USNS OILER
FIGHTER SQUADRON ONE ZERO FOUR
SEA CONTROL SQUADRON THIRTY EIGHT
HELICOPTER ANTISUBMARINE SQUADRON ELEVEN
CARRIER AIRBORNE EARLY WARNING SQUADRON ONE TWO TWO

CONFIDENTIAL//N05110//

MSGID/GENADMIN/USS UNDERWAY//

SUBJ/MAIL ROUTING INSTRUCTION 6-01

REF/A/RMG/USS UNDERWAY/151600ZMAY01//

AMPN/REF A IS MAIL ROUTING INSTRUCTION 5-01//

RMKS/1.  (U) CANCEL REF A.

2.  (C) THE FOLLOWING INFO IS PROVIDED FOR MAIL ROUTING PURPOSES ONLY:


PORT/LOCATION                          ETA                    ETD
NORFOLKVA                              PRES                   0800 15JUN01
UNDERWAY WEST ATLANTIC                 15JUN01                17JUN01
UNDERWAY NORTH ATLANTIC                17JUN01                01JUL01
INPORT PORTSMOUTH                      UK                     01JUL01UFN

3.  (C) SHIPS IN COMPANY:  USS DESTROYER, USS CRUISER, USNS OILER.

4.  (C) EMBARKED UNITS:  VF-104, VS-38, HS-11, VAW-122.


                              CONFIDENTIAL
```

Figure 14-14.—An example of a Mail Routing Instruction (MRI).

Letters of Appointment

Designation/termination, DD Form 2257

General Correspondence

Command Postal Standard Operating Procedures/ Postal Operating Plan (SOP/POP)

UNCLAS Messages (Incoming)

UNCLAS Messages (Outgoing)

Postal Assessment Visit Records

Postal Activity Reporting System (PARS) reports

Supplies and Equipment Receipt, PS Form 1590

Instructions and Notices 5110 through 5119

Unit Mail Clerk/Orderly Designation Log, DD Form 2260

2. FINANCIAL

UNCLASSIFIED

FM: USS UNDERWAY

TO: EXEC DIR MIL POSTAL SVC AGCY ALEXANDRIA VA//MPSA-OP//

INFO: CINCLANTFLT NORFOLK VA//N412P/N412P1//
COMNAVSUPSYSCOM MECHANICSBURG PA//SUP54//

UNCLAS//N05115//

MSGID/GENADMIN/USS UNDERWAY//

SUBJ/TYPE OF POSTAL OFFENSE, INCIDENT, CATASTROPHE, OR TYPE OF FUNDS INVOLVED AND AMOUNT//

RMKS/1. IN COMPLIANCE WITH DOD 4525.6-M, VOL I, CHAP 14, PARA 1402, THE FOLLOWING INFO IS FURNISHED:

A. DATE INCIDENT OCCURRED, KNOWN FACTS AND CIRCUMSTANCES AND ORGANIZATION INVOLVED (INCLUDE OFFICE ID NUMBER AND ZIP CODE).

B. PERSONNEL INVOLVED: INDICATE WHETHER A POSTAL CLERK OR A MAIL ORDERLY IS RESPONSIBLE FOR THE LOSS.

C. INDICATE WHETHER RESTITUTION HAS BEEN MADE, OR WILL BE MADE AND WHEN.

D. REFLECT INFORMATION RELATING TO RECOVERY AND DISPOSITION OF MAIL AND INCLUSIVE DATES OF SUCH MAIL. IF ACCOUNTABLE MAIL IS INVOLVED, INDICATE AMOUNT, TYPE, ACCOUNTABLE NUMBERS, CONTENTS AND VALUE, IF KNOWN. IF BEING HELD AS EVIDENCE, SO STATE, AND GIVE AMOUNT AND ESTIMATED DATE OF RELEASE. IF MAIL SERVICE IS INVOLVED, REPORT WHETHER PREVIOUS INCIDENTS HAVE OCCURRED AND, IF SO, GIVE DATE(S).

E. INDICATE DATE REFERRED TO INVESTIGATIVE AGENCY, INCLUDING AGENT'S NAME, DESIGNATION, LOCATION, AND CASE NUMBER ASSIGNED, AS APPROPRIATE. IF OFFENSE OCCURRED IN CONUS, INCLUDE DATE; AND LOCATION OF USPS POSTAL INSPECTOR WHO WAS NOTIFIED.

F. STATE CORRECTIVE ACTION TAKEN TO PREVENT RECURRENCE, AS APPROPRIATE.

2. INDICATE THE DATE AND THE NAME OF THE COMMAND, WHICH DESIGNATED THE INDIVIDUAL AS MPC, FPC, COPE, OR FPO. (IF PARAGRAPH DOES NOT APPLY, OMIT FROM MESSAGE.)

UNCLASSIFIED

Figure 14-15.—An example of a postal offense message.

Stamp Requisition, PS Form 17

Money Order Requisition, PS Form 17

Report of Audit of Postal Accounts, DD Form 2259/PS Form 3294

Retail Vending Credit Examination, PS Form 3293

Military Post Office Report of Money Order Business, PS Form 6019

Vending Equipment Sales and Service Report, PS Form 8130

3. SUPPLY

Requisition for Rubber and Steel Stamps Only, PS Form 1567

Requisition for Facing Slips or Labels, PS Form 1578B

MDC Supply Requisition, PS Form 7380

Requisition for Supplies, Services, or Equipment, PS Form 7381

4. OPERATIONS

Military Mail AV-7 Delivery List, PS Form 2942-A (Incoming)

Military Mail AV-7 Delivery List, PS Form 2942-A (Outgoing)

Mail Manifest, OPNAV Form 5110/9 (Incoming)

Mail Manifest, OPNAV Form 5110/9 (Outgoing)

Transportation Control and Movement Document (TCMD), DD Form 1384

Mail Manifest, DD Form 1372

Mail Routing Instructions

Mail On Hand Reports

Mail Dispatch Reports

Postal Net Alerts

5. RECORDS

Mail Call Sheets

Registered Bills (Incoming)

Registered Bills (Outgoing)

Domestic Claim or Registered Mail Inquiry, PS Form 1000

Mail Loss/Rifling Report, PS Form 1510

The *Department of the Navy Information Security Program Regulation*, SECNAVINST 5510.36, defines the security requirements for file cabinets that contain classified material.

SAFEGUARDING POSTAL RECORDS

Protection given to the mails is always of utmost concern. The same applies for postal records. This section briefly discusses the safeguarding of postal records and how to deal with individuals when examination of postal records may become necessary.

Information regarding postal matters may not be released except as provided below:

- Agencies or individuals (such as the Naval Criminal Investigative Service (NCIS) or NCIS agents) desiring to examine USPS records must have written approval from the commanding officer.

- Photostats or true copies of records must be released only with prior approval of the commanding officer concerned.

  – When a commanding officer deems necessary, original records may be released. Notification of release must be reported to MPSA through the chain of command.

- Records pertaining to individual transactions of customers as distinguished from official investigations must be released only with prior approval of USPS Headquarters, Washington, DC. Normally, before any individual agent or agency representative requests to examine USPS records, he or she will already have a very good reason and also permission. However, you must inform your postal officer whenever you receive a request to examine USPS records. After authorization is received, you should help the individuals in a professional and courteous manner.

- Mailing addresses for transferred personnel may be given to authorized individuals for official business purposes only.

RETENTION PERIOD FOR RECORDS AND FORMS

Retention periods for postal records and forms are located in the ASM. Below is a list of the more commonly used records and forms and their retention periods.

PS Form 1000—3 years

PS Form 3849—2 years

PS Form 6019—2 years

Registered mail records—2 years

PS Form 17 (stamp requisition/return)—2 years

PS Form 17 (money order requisition)—Retain until series has been used

Records and forms pertaining to military forms and records are not included in the ASM. Below is a list of those forms and records.

All DOD Forms—2 years

OPNAV 5110/5 (directory card)—12 months after transfer

OPNAV 5110/9 (ordinary mail manifest)—6 months

OPNAV 5110/9 (registered mail manifest)—2 years

Mail call log sheet—6 months

PS Form 2976—30 days

All records used with the Unisys III will be retained for 4 years.

STANDARD OPERATING PROCEDURES AND POSTAL OPERATING PLAN

Learning Objective: *Recall procedures for the development of a command Standard Operating Procedure (SOP) and Postal Operating Plan (POP).*

The following information provides instruction for the development of command standard operating procedures (SOP) and postal operating plans (POP).

STANDARD OPERATING PROCEDURES

Commanding Officers must make sure a local postal service directive or instruction is produced. This directive or instruction should be called the standard operating procedures (SOP). It should cite information relative to mail services and facilities of the command. A sample SOP is shown in appendix 3 of this NRTC. The SOP should contain, at a minimum, the following:

- Correct and complete mailing address including division, department, detachment, code, squadron, and unit number to be used by personnel attached to the command.

- Location and hours of operation of the post office serving the command.

- Location and hours of operation of the mail room, if applicable.

- Location and hours of collection from receptacles supplied for posting outgoing mail.

- Time and method of distributing incoming mail.

- Instructions relative to customs requirements and customs regulations in locations where they are needed.

- Instructions for completing Notice of Change of Address, OPNAV Form 5110/5, cards.

- List of non-mailable articles.

- Security measures to be followed for the protection of the postal facility, mail, and postal effects.

- Emergency destruction procedures for USPS postal effects, funds, and mail, listing the items in priority order of destruction.

- Information on Mail Bombs.

- Duties of the postal officer, COPE, etc.

- Transportation schedule for outgoing and incoming mail.

- Guidelines to account for blank money order forms.

Where applicable, the SOP may be combined with the command POP. The SOP should be posted in an area accessible to all postal customers for their information.

All MPS operating activities must review and update their SOP at least annually.

POSTAL OPERATING PLAN

The role of the POP is to supply postal management with a method to document the processes to be done, target times to be met, and basic information needed to manage an MPO. It must be used at the managerial and planning level as well as at the operating level. The POP is a map of the postal operation and can be a valuable management tool to indoctrinate newly reporting postal officers and supervisors.

The POP enables postal officers or supervisors to plan mail processing operations and coordinate them with transportation schedules. Each section of the POP should be made with a view toward the following goals:

- Streamlining mail-processing operations.

- Integrating mail transportation systems.

- Making operations more efficient and economical.

- Determining facility layout.

- Determining equipment requirements.

- Determining work schedules.

- Determining manpower requirements.

All MPS operating activities must review and update their POP at least annually. Changes should also be made when information is no longer accurate or becomes obsolete. All MPOs have different written plans to meet their command's unique requirements. Prepare only those parts of the plan applying to your postal operation. Most shipboard post offices probably would not prepare a ground transportation schedule or include mail-processing targets in the POP but all land-based MPOs should.

When the mail is ready for pickup, the Navy PC receipts for it, brings it back to the post office, and then sorts it and holds mail call. Large shipboard post offices such as those on board aircraft carriers should include a transportation or logistics section to include flight deck and underway replenishment (UNREP) operations.

During these high-tempo operations, PCs must be flexible and follow a good solid plan. During any operation, communication is a major part of the overall plan. This plan should be well thought out and rehearsed if these fast paced evolutions are to run smoothly. The basic POP consists of the following seven sections:

- Table of contents. This section lists each section of the POP and the date prepared or updated. Some sections may not need updating while others may need to be reviewed and updated frequently.

- Basic information. This section provides daily, monthly, and yearly mail volume data. Fleet exercise mail volume data should also be listed in this section.

- Basic facility data. This section supplies basic information including facility layout, mail processing equipment, and case and rack design.

- Mail processing profile. This section shows the average daily volume of mail received and dispatched during a normal workday. The daily average is found by conducting counts over a specified period.

- Mail processing targets. This section contains specific mail processing target times to optimize mail processing. It documents the time mail must be available for processing at each sequential step.

- Transportation. This section has information about transportation networks used by the activity to fulfill its postal mission.

- Special instructions. This section contains special instructions highlighting unique roles or clarifies the operation of the postal activity. This could include a map of mail collection boxes on the facility and collection times or other information that might be helpful.

Remember, the information provided is only a guide and each postal activity should include only those sections pertaining to its operation.

Q14-20. As a minimum, your MPO filing system should consist of what five main sections?

Q14-21. What official at your command has the authority to release original postal records?

Q14-22. When original records are released to NCIS, what agency outside of your command must be notified?

Q14-23. What publication lists the retention periods for USPS forms?

Q14-24. At least how often should your command SOP and POP be reviewed and updated?

Now turn to appendix 1 to check your answers.